

BID DOCUMENT
FOR
PROVIDING OF CLEANER (SWEEPER)

At

National Law University, JODHPUR

Total Number of pages: 17(SEVENTEEN)

S.no	Particulars	Details
1	Name of the firm	
2	Complete address	
3	Email ID OF FIRM	
4	Mobile Number	
5	Permanent account number (PAN)	
6	GST NUMBER OF FIRM	
7	EARNEST MONEY	Rs.25,000/-
8	EARNEST MONEY DETAILS	BANK NAME:- DD NUMBER:-
9	Date of submission of tender	14/07/2025 UPTO 2.00 P.M.
10	Authorized Signatory	

Check List of Documents:-

S.No	Particulars
1	Filled in bid document duly signed and stamped at the bottom of each page.
2	Demand Draft submitted as Earnest Money
3	Technical bid in Annexure B in sealed cover superscribed as “Technical Bid” with all required documents
4	Price bid in Annexure F in separate sealed cover superscribed as “Financial Bid”
5	Attested copy of the Income Tax PAN card of the company/ Firm
6	Copy of valid GST Registration of company/ firm
7	Copy of ESI & PF Registration
8	Declaration Regarding Blacklisting/Debarring at Annexure”A”
9	Annexure from certificate from chartered accountant for average turnover at Annexure “C”
10	Turnover details at Annexure “D”
11	Evaluation Sheet at Annexure “E”

1. Eligibility Criteria

1.1 The Bidder shall have at least 3 years experience of providing Housekeeping services. Only registered, bonafide, reputed and experience firms agencies having at least three years' experience in the field of Sanitation & Housekeeping services in Govt. /well reputed educational institution/well reputed hotels. Proof of providing satisfactory services of work for 3 years are required to be enclosed.

1.2 Tenderer shall submit documentary proof (In Technical Bid Envelope) of eligibility criteria, failing which the tender will be summarily rejected. Bids who do not qualify as per requirement of eligibility norms shall be considered non-responsive and shall be rejected without any further evaluation.

1.3 The firm must have ESI & PF Registration.

2. INSTRUCTIONS TO BIDDERS

2.1 A Bidder can submit a single bid only.

2.2 Incomplete, telegraphic or conditional bids shall not be accepted.

2.3 Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during rate contract period except change in minimum wages by state government.

2.4 The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.

2.5 Valid GSTIN certificate duly self attested must be submitted along with the bid.

2.6 Deviations in terms and conditions, Specification ,Inspection clause etc. will not be accepted under any condition.

- 2.7 Bids received late due to postal delay or otherwise **will not be considered.**
- 2.8 The bidders are required to furnish their offers in the price bid both in words & figures. In case of corrections ,if any, the original text/numerical must be clearly crossed out and re-written legibly above, below or on the side of the crossed out characters as per availability of space and the authorized person must put his dated initial under such corrections. **In case of any conflict between figures and words, the latter shall prevail.**
- 2.9 Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- 2.10 Bids will be accepted & will be opened as per information mentioned in the notice-inviting tender. No receipt against submission of bid shall be issued by NLU, Jodhpur.
- 2.11 The last date of receipt of the bid is **14/07/2025 upto 2.00 P.M.** Sealed tenders may only dropped in the specified tender box kept in the **Office of Registrar**, NLU Jodhpur during office hours on working days. Bids received after due date & time will not be considered. If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time.
- 2.12 The technical bid shall be opened on **14/07/2025 at 2.30 P.M.** in the office of Registrar, NLU Jodhpur, in presence of such bidders or their authorized representatives, who may like to be present at the time of opening.

(The bid document should be submitted in two parts as detailed below:

- 2.12.1 Bids should be submitted in two separate sealed envelope as mentioned below & addressed to the Registrar, NLU Jodhpur, inside a sealed envelope super-scribed “Bid for providing cleaner and supervisor .First sealed envelope should contain Notarized declaration in annexure”A”, Technical Bid as per

Annexure – B prescribed Firm Registration certificate, Earnest Money, Technical Specification, GST Registration,ESI &PF registration, Commercial terms & conditions, other bid documents duly signed & sealed, It should be super-scribed with **Part-1 Technical Bid "**. All the papers of bid documents except the price bid duly signed should be submitted in the first envelope. Required earnest money deposit in the form of Demand draft in favour of Registrar, NLU at Jodhpur should be attached.

2.12.2 Second sealed envelope (part-II) should contain Price bid as per Annexure –C in a separate sealed envelope. It should be super-scribed with **"PART II Price Bid"**. Any condition in regard to financial aspects, payments, beyond the prescribed financial terms of NLU, Jodhpur will make the bid invalid. Therefore it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure-C except price.

2.13 The procedure of opening of the bid shall be as under

2.13.1. First envelope **"PART-1 Technical Bid"** shall be opened at the time & date mentioned in the bid notice by NLU, Jodhpur representative in the presence of bidders, who choose to be present.

2.13.2 Second envelope (part-II) containing Price bid shall be opened after evaluation of technical-commercial suitability of the offer by assessing responsiveness in line with the requirements mentioned in the bid document. The time for opening of second envelope (Price bid) shall be informed separately after assessing and evaluation of technical bid. Second envelope of price bid shall be opened only for those bidders who qualify in the technical bid.

2.14 Deviation of any terms and condition shall not be entertained .

2.15 The persons deployed by the contractor should be properly trained, have experience and having the skills for carrying out a wide variety of housekeeping work using appropriate materials and tools/ equipment's.

- 2.16 The contractor must employ adult labour only. Employment of child labour will lead to the termination of the contract. The contractor shall engage only such workers, whose antecedents have been thoroughly verified.
- 2.17 NLU, Jodhpur, however, reserves the right to terminate the contract by serving one month's notice, in writing if the Institute is not satisfied about the services of the contractor.
- 2.18 In case of breach of any terms and conditions attached to the contract, the Bank Guarantee/security deposit of the contractor will be liable to be forfeited by NLU, Jodhpur besides annulment of the contract.
- 2.19 The staff shall be in proper uniform provided by the contractor but approved by NLU JODHPUR with their identity properly displayed.
- 2.20 NLU, Jodhpur does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
- 2.21 The complete details of deployed persons with photo, ID Proof, telephone number and police verification will have to be submitted to the office of Registrar for record and verification.
- 2.22 Service provider shall not show their inability to provide persons i.e cleaner (sweepers) and supervisors. In such case, the University may debar the agency. The Agency may not be allowed to participate in any tender in future for the period as decided by the university with the University. The Security Deposit or EMD of such Agency shall be forfeited without any prejudice.
- 2.23 Any losses sustained by Institute due to negligence of agency's service in the form of loss/damage of property, will be recoverable

from the agency, as the money value shall be estimated by the Institute. The decision of the institute in this regard will be final and binding on the contractor/firm

2.24 University may seek any clarification from any bidder and any decision in this regard by University shall be final and binding on all bidders.

3 Acceptance/ Rejection of the bid documents:

The Registrar, NLU, Jodhpur reserves the right to reject or accept any bid or annul the bidding process at any time prior to award of contract, without having prejudice of incurring any liability to the affected bidders or any obligation to inform the bidders.

4. Earnest Money Deposit:

4.1.1 Earnest money of Rs.25,000/- is required to be deposited along with the bid

without which the bid will not be accepted. No interest will be payable for the EMD amount under any circumstances.

4.1.2 Earnest money can be deposited in shape of a Demand Draft in favour of Registrar NLU, Jodhpur from any Nationalised /Scheduled Bank Payable at Jodhpur. E.M.D should be refunded to the unsuccessful bidders after finalization of the bid without any interest.

4.1.3 E. M. D would be adjusted against security deposit in case of successful bidders.

4.1.4 In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

4.1.5 In case the successful tenderer declines the offer of contract, for whatsoever reason(s),his EMD will be forfeited.

5.1 Security Deposit :

The successful bidder must deposit the Security amount @ 10% of the ordered value with the Registrar , NLU, Jodhpur at the time of acceptance of the work order in shape of DEMAND DRAFT OR irrevocable Bank Guarantees (EMD amount will be adjusted into this) The security deposit amount will be refunded without interest after the successful completion of rate contract period. Security deposit will be forfeited in case of non compliance of orders.

5.2 Payment:

- a) Payment shall be made after completion of every month upon submission of bill by firm. Payment shall be made for actual number of working days.
- (b) Payment to cleaner shall be made by the agency latest by 7th of next month.
- (c) It will be liability of agency to make timely payment of ESI and PF etc.to concern authorities and submit relevant documents with next bill.

5.3 PENALTY:-

In case of services found unsatisfactory ,complaint recorded by student/user/University Employee, Officials etc an amount of penalty as may be decided by Registrar,NLUJ shall be imposed which will be final and binding upon the service provider.

5.4 Limitation of Liability:

NLU, Jodhpur, will, in no case be responsible for any accident fatal or non-fatal, caused to any worker or outsider in course of transport or execution of work. All the expenditure including treatment or compensation will be entirely borne by the Executants or bidder. The Executants shall also be responsible for any claims of the workers including PF, Gratuity, ESI & other legal obligations. The executants shall take all steps towards the security compliances of the NLU, Jodhpur

5.5 Dispute:

(i) All disputes pertaining to the contract is limited to the jurisdiction of Vice-Chancellor, NLU, Jodhpur, District Court of Jodhpur and in exceptional cases to the Hon'ble High Court of Rajasthan, Jodhpur.

(ii). Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

6. Area of work:-

FOR CLEANER (SWEEPER):-

The work consists of housekeeping/cleaning services at Hostel building or any other building or in any open area in campus in all open and covered areas

7. Method/Procedure of cleaning:-

(i) Cleaning all the rooms /class rooms/office chamber ,first with soft broom and then mopping the floor with phenyl.(on daily basis)-Frequency:-Once a day

(ii) Cleaning all the corridors,stair case ,twice with soft broom and then mopping the floor with phenyl.Frequency:- On daily basis 2 times a day

(iii) Cleaning,scrubbing and disinfecting bathrooms,toilets,and wash basins,sanitary fittings thrice a day.Frequency:- On daily basis thrice a day.

(iv) Cleaning of dust bins, waste paper baskets etc. and disposing off all collected refuse on daily basis at regular intervals as required.

(v) The dust bins shall be washed and garbage bags need to be placed in all garbage bins to avoid stains and clear them when it is full time to time.

(vi)) Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet Seats, containers etc. Brush thoroughly to include below water level

and under rims including areas at hinges and cistern handles. Re-stock toiletries, which include sanitary cubes, naphthalene balls in toilets, etc. after daily check-ups in the morning, afternoons and on call basis during daytime.

(vii) It is the responsibility of person deployed , for clearance of chocking of sinks, wash basins, floor traps, naphthalene traps, EWC, P Traps, Rain water pipes, sewer chamber & sewer lines, the chocking shall be cleaned within 2(Two) hours after reporting the complaint.

(viii) Cleaning of ceilings and high walls, removal of wash stains on walls, cleaning of roofs, porches and terrace etc.on weekly basis.

(ix) Cleaning of all windows glasses and grill with detergent/ cleaning agents on weekly basis.

MATERIAL REQUIRED FOR CLEANING WILL BE PROVIDED BY UNIVERSITY

EVALUATION PROCESS

Step 1: Successful bidder shall be calculated on the basis of lowest service charges (subject to minimum of 01 %)

Step 2: In case of tie, bidder with the higher score shall be selected, weightage shall be given as follows:-

S.No	Particulars	Max Marks	Criteria
1	Financial Strength: Average annual Turnover in the last 3 Financial Year. Details to be filled with AnnexureII.	20	I. 20 marks for average annual turnover above INR 15,00,000/- II. 15 marks for average annual turnover more than INR 10,00,000/- but less than INR 15,00,000/- III. 10 marks for average annual turnover more than INR 5,00,000/- but less than INR 10,00,000/- IV. 0 marks for average annual turnover less than INR 5,00,000/-
2	Past experience: Longest experience in minimum of past 3 years in carrying out similar works. Experience Certificates required at IITs, NITs, IIMs, IISERs, AIIMS, NLU, central Universities, IIITs or any other reputed organisations/academic institutions.	20	Minimum 3 years 10 Marks 4-6 year experience – 15 marks More than 6 years 20 marks

Step 3 : In case of tie at step 2, successful bidder shall be selected through draw of lots.

The successful bidder shall be required to execute agreement bond on a non judicial stamp of Rs.500/- at his own cost.(DULY NOTARISED)

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp paper by the Tendered]

1. I/We _____ of M/s _____
hereby declare that our company _____ having
registered _____ address _____ at _____
_____ has never been ‘Blacklisted/debarred by any State/Central
Govt,Department/Organization till date nor we are facing/filed any Litigation proceeding
regarding debarring (blacklisting) with either of the above said agencies.

OR

1. I/We _____ of M/s _____
hereby declare that our company _____ having
registered address at _____
_____ was blacklisted or debarred by State/ Central Govt,Department/Organization from
taking part in tenders for a period of _____ years wef _____ to
_____.the period is over on _____ and now the
firm /company is entitled to take part in tenders.

2. In case of above information found false, I/we are fully aware that the tender/contract
will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security
deposit shall be forfeited.
3. In addition to the above National Law University, Jodhpur will not be responsible to pay
the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:

(Public Notary/executive Magistrate)

NAME:- _____

Address: _____

Technical Specification & Bid

Annexure- B

S.No	Particulars	Agreed Yes/No
1	Total cleaner (sweeper) required (MALE):- 08 (six) Total cleaner (sweeper) required (FEMALE):- 03 (six)	
2	Experience of at least 3 years of providing successful completion of housekeeping services in Govt/well reputed educational institution./well reputed hotels.(ATTACH PROOF)	
3	Copy of valid GST Registration of company/ firm	
4	Copy of the Income Tax PAN card of the company/ Firm	
5	Declaration Regarding Blacklisting/Debarring at Annexure”A”	
6	Copy of ESI & PF Regsitration.	
7	Annexure from certificate from chartered accountant for average turnover at Annexure “C”	
8	Turnover details at Annexure “D”	
9	Evaluation Sheet at Annexure “E”	

Signature of Bidder with Seal

ANNEXURE— C

ANNUAL TURNOVER CERTIFICATE ISSUED BY THE CHARTERED ACCOUNTANT (on letter head)

To,
The Registrar,
National Law University, Jodhpur
NH-62, Nagour Road, Mandore, 342304

Ref.:

Sir,

We hereby certify that the average Annual Turnover for Financial Years 2021-2022, 2022-2023, 2023-2024 year of M/s..... (Name of the bidder) is not less than INR 5,00,000/- (Indian Rupees Five Lakhs Only).

Financial year	Annual Turnover (Rs.)
2021-2022	
2022-2023	
2023-2024	

Accordingly, average annual turnover is Rs..... (In words Rupees)

Yours Sincerely,

(Signature of Authorized Signatory of the C.A. Firm)

(Signature of Authorized Signatory the Bidder/Firm)

Seal

ANNEXURE D

Details of Annual Turnover

Name of the Bidder:

Address:

Financial year	Annual Turnover (Rs.)	Attached document No.
2021-2022	to
2022-2023	to
2023-2024	to

**Signature of Bidder
(with date and seal)**

Evaluation Sheet filled by the Bidder

S.No	Particular	Max. Marks	Score calculated by the bidder	Relevant page. No.
1	Financial Strength: Average annual Turnover in the last 3 Financial Year. Details to be filled with AnnexureII.	20		
2	Past experience: Longest experience in minimum of past 3 years in carrying out similar works. Experience Certificates required at IITs, NITs,IIMs,IISERs, AIIMS, NLU, central Universities,IITs or any other reputed organisations/academic institutions.	20		

**Signature of Bidder
(with date and seal)**

ANNEXURE-F**FINANCIAL BID**

	PARTICULARS	Wages per month per person
1.	MINIMUM WAGES PAYABLE TO CLEANER SWEEPER	Minimum wages as decided by State Government.
2.	PF	As per rules
3.	ESI	As per rules
4.	Service charges on minimum wages only	<hr/> (should not be less than 01%)
5.	GST	As per rules

SEAL AND SIGNATURE OF BIDDER